



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL AIR STATION
700 AVENGER AVENUE
LEMOORE, CALIFORNIA 93248-5001

NASLEMINST 1616.2H

10B

22 JAN 1998

NAS LEMOORE INSTRUCTION 1616.2H

Subj: NAVY ENLISTED FITNESS AND EVALUATION REPORTS

Ref: (a) BUPERSINST 1616.10
(b) CNO Washington DC 222120Z Dec 95 (NAVADMIN 043/95)
(c) OPNAVINST 6110.1D
(d) CNO Washington DC 261927Z Aug 94 (NAVADMIN 148/94)
(e) CNO Washington DC 291936Z Apr 93 (NAVADMIN 071/93)
(f) CNO Washington DC 221427Z Dec 95 (NAVADMIN 315/95)
(g) CNO Washington DC 260015Z Feb 97 (NAVADMIN 049/97)
(h) NASLEMNOTE 1301

1. Purpose. To establish policies and procedures for the preparation, submission and review of enlisted fitness and evaluation reports per references (a) through (g)

2. Cancellation. NASLEMINST 1616.2G.

3. Discussion. Navy Enlisted Fitness and Evaluation reports are used for many career actions including advancements, selection to special programs, and eligibility for reenlistments. All supervisors are responsible and accountable for ensuring the evaluation process is a fair, impartial, and objective report of an individual's performance in relation to others in the same paygrade.

4. Policy. FITREPs/EVALs will be prepared in strict compliance with references (a) thru (g) and this instruction. Evaluation schedules shall be followed without exception.

5. Action. Reference (a) establishes procedures for preparation and submission of FITREPs/EVALs. Personnel tasked with evaluation preparation will become thoroughly familiar with references (a) thru (g) and use the guidance and procedures of this instruction in preparing FITREPs/EVALs.

6. Signature of Reporting Senior. Performance reports will be signed by the following individuals:

a. Commanding Officer

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(1) Withdrawals of recommendation for advancement after advancement authorization (enlisted status verification report) for the member has been received.

(2) Reports or supplements which have been directed as redress under Article 1150, U.S. Navy Regulations, 1990, or Article 138, UCMJ.

b. Commanding Officer review process

(1) Review all adverse reports (i.e., trait mark of 1.0 promotion recommendation of "significant problems:, etc.).

(2) Review all endorsements forwarding a member's statement concerning their evaluation.

c. Executive Officer. Evaluations following the normal chain of command if the incumbent of a designated billet is not senior enough in grade, or is otherwise unable to sign the report.

d. Department Head. Evaluations for E9 and below per reference (h). A Trait Track sheet breakdown will be provided to the Military Personnel Liaison Office (MPLO) for review by Executive Officer within five working days after required mailing date to BUPERS or date evaluation is required at Personnel Support Activity Detachment for E4 and below.

7. Delegation of Reporting Senior Authority. Per this instruction, reporting senior authority for Naval Air Station Lemoore will be delegated to personnel listed in the billets described in reference (h) only. Personnel assigned to billets listed in reference (h) will become familiar with the provisions of references (a) thru (g).

8. Detachment of Reporting Senior Reports. A fitness report will be required for officers upon detachment of the reporting senior. Detachment of Reporting Senior reports are optional for enlisted personnel (E1-E9), and are submitted as Special reports.

9. Performance Report Submission. Evaluations requiring Commanding Officer's or Executive Officer's signature will be submitted to MPLO in the rough, 20 days prior to the end of the reporting period, accompanied by a diskette in a dark blue

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presentation pocket folder only, and will be prepared using the authorized version of the Evaluation computer program. Do not use staples or paper clips. The contents will be set up as follows:

a. On the right-hand side, from top to bottom:

- (1) Front page of report (prepared on NAVPERS 1610/2,
- (2) Back page evaluation (typed),
- (3) Adverse letter typed in a double-spaced rough (if applicable),
- (4) Page 13, if applicable

b. On the left-hand side, from top to bottom:

- (1) Letter of extension (if applicable)
- (2) Counseling records (if applicable), and
- (3) Member's worksheet.

c. Provide a route slip with the last four chop codes reading: 10B, 10, XO, CO on all submissions. The route slip will be located inside the folder and will be visible upon opening the folder. There should be no extraneous paper located on the outside of the folder.

d. Provide a total listing of personnel annotating promotion recommendation (i.e., early promote, must promote, etc.) for evaluations requiring Commanding Officer's or Executive Officer's signature.



L. D. CHILDRESS

Distribution: (NASLEMINST 5215.2V)
List C